Item No. 9d

TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

Commission Meeting of May 25, 2010

Development Services

Department Submitting Request

Bud Bentley

Interim Assistant Town Manager

| Commission Meeting Dates | Last date to turn in to Town Clerk's Office | Commission Meeting Dates | Last date to turn in to Town Clerk's Office | Commission Meeting Dates | Last date to turn in to Town Clerk's Office |
|--|---|--|---|---------------------------------------|---|
| <input checked="" type="checkbox"/> May 25, 2010 | May 14 (5:00 p.m.) | <input type="checkbox"/> July 27, 2010 | July 16 (5:00 p.m.) | <input type="checkbox"/> Oct 26, 2010 | Oct 15 (5:00 p.m.) |
| <input type="checkbox"/> June 8, 2010 | May 28 (5:00 p.m.) | <input type="checkbox"/> Aug 24 2010* | Aug 13 (5:00 p.m.) | <input type="checkbox"/> Nov 9, 2010 | Oct 29 (5:00p.m.) |
| <input type="checkbox"/> June 22, 2010 | June 11 (5:00 p.m.) | <input type="checkbox"/> Sept 14, 2010 | Sept 3 (5:00 p.m.) | <input type="checkbox"/> Nov 23, 2010 | Nov 12 (5:00p.m.) |
| <input type="checkbox"/> July 13, 2010 | June 2 (5:00 p.m.) | <input type="checkbox"/> Sep 27, 2010 | Sept 17 (5:00 p.m.) | <input type="checkbox"/> Dec 14, 2010 | Dec 3 (5:00p.m.) |
| | | <input type="checkbox"/> Oct 12, 2010 | Oct 1 (5:00p.m.) | | |
| | | * Subject to change | | | |

| | | | |
|-----------------------|---|--|--|
| NATURE OF AGENDA ITEM | <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> Manager's Report |
| | <input type="checkbox"/> Public Safety Report | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Attorney's Report |
| | <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Old Business | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> New Business | |

SUBJECT: Special Event – Wedding on July 10, 2010 at the Sea Watch Restaurant, 6002 N. Ocean Drive.

EXPLANATION:

The attached Staff Reports (**Exhibit 1**) outlines the conditions recommended if the Commission approves this application.

While this activity is not a Special Event as defined by Section 17-112 of the Town Code since the public is not invited, the applicant completed the attached special events application (**Exhibit 2**) at our request to document the scope of the wedding and it is before the Commission since they propose having a horse on the beach. Section 4-32 of the Town Code prohibits anyone from taking any animals upon the beach and in any parks in the Town.

STAFF RECOMMENDATION: Approve the special event application with the condition stated in the staff report (**Exhibit 1**), which includes reducing the insurance requirement.

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A. The applicant bear all costs associated with conducting this event.

- | | |
|---|--|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |
| <input type="checkbox"/> Bid | <input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds |
-
-
-
-
-

Town Attorney review required
☐ Yes ☒ No

Town Manager's Initials: CH

Attachments

Exhibit 1

SPECIAL EVENT STAFF REPORT

FROM: JEFF BOWMAN, DEVELOPMENT SERVICES DIRECTOR.
SUBJECT: SPECIAL EVENT PERMIT APPLICATION (ANDREW CONWAY AND MARLA PERRY WEDDING, JULY 10, 2010)
DATE: 5/18/2010

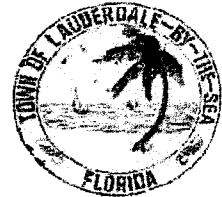
The permit application for the event listed above was reviewed by Development Services staff and the following conditions are recommended to be imposed:

1. Applicant to provide Town with a Certificate of Insurance establishing proof of liability insurance of not less than \$5,000,000 per incident for all claims.

The insurance limit is specified in Section 17-114(d)(14)(iii) for Special Events. Since this event is not open to the public, we recommend the Commission reduce the insurance requirement to \$1,000,000 per incident.

2. Provide a copy of the horse contractors' license and insurance.
3. Limit the horses' presence on the beach to the time necessary and related to the wedding ceremony.

Exhibit 2



SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100 application fee to: Town Manager's Office, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days prior to the date of the event (an approved certificate of liability insurance must be received 30 days prior to the event date.) This application is available on the Town website at www.lauderdalebythesea-fl.gov.

Phone : (954) 776-0576

Fax : (954) 776-1857

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued may state conditions which must be met for the event to be held. The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.

1. Name of event: ANDREW CONWAY & MARLA PERRY WEDDING
2. Day and date of event: 7/10/10 New event ☒ Returning event ☐
3. Location where event will be held: SEAWATCH RESTAURANT - 6002 N. OCEAN BLVD
4. Description of Event: WEDDING - HORSE BACK RIDE FOR GROOM & BRIDE
5. Name and address of sponsor or hosting organization ANDREW CONWAY
50 WESLEY AVE, LAKE VILLA, IL 60046
6. Name(s) of local contact person(s) who will be present each day of the event:
KELLY CONWAY
Mailing address: 2202 NW 61ST PLACE, MARLBOROUGH, FL 33063
Daytime phone#: _____ Evening phone#: _____ Mobile phone#: (954) 543-2948
Email: KELLY.CONWAY@SIEMENS.COM Fax#: _____
7. What is the actual beginning and ending time of the event? 5:30 PM - 6:00 PM
Start of set-up time? 5:00 End of tear-down time? 6:30 PM
8. What type of audience is the event planned for? WEDDING ATTENDEES
9. How many participants do you anticipate? 8 spectators? 30 adult volunteers? N/A
10. Are there fees for the participants or spectators? NO Will fees be collected on-site? _____

PERMISSION OF THE PROPERTY OWNER

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

RIDES (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes ☒ No ☐

Types: Mechanical/Electrical ☐ Inflatable (bounce house etc.) ☒ Manual (slides, trampolines) HORSE

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

FIREWATCH

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

LICENSES

31. Copies of State and County licenses for vendors and contractors, as required.

INDEMNIFICATION

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

STATEMENT OF BENEFIT

33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

- - -

RESTROOMS (refer to item #9)

22. Will additional restroom facilities be brought to the event site? NO If yes, how many? _____

A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows; 1 toilet per 75 males, 1 per 40 females. Ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required. Business locations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.

TENTS/CANOPIES/STAGES

Tents, canopies (larger than 120 sq.ft. or multiple tents without separation) and stages require a Broward County Permit, contact Broward County.

23. Please indicate if any of the following will be assembled at the event and locate on the site plan.

_____ Tent (size: _____ x _____) _____ Canopy (size _____ x _____) _____ Stages _____ Bleachers NONE

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

FIREWORKS (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes _____ No ✓

FOOD

25. Will food be served at the event? Yes _____ No ✓ If yes, is the food provided:

Free of charge _____ Available for purchase _____ Non-Profit _____ For profit _____

Please list the types of food you are serving: _____

Cooking Equipment: Fryers? _____ Charcoal Grills? _____ Propane Grills? _____ Concession trailers? _____
Open fires? _____ Warmers? _____ Sterno? _____ Smokers? _____ Hoods? _____ Refrigerators? _____

Are you requesting approval to offer other items for sale at the event? Yes _____ No _____

List other items _____

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: N/A

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? NO
If yes, please provide copy of appropriate State license.

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes _____ No ☒

ANIMALS

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes ☒ No _____

SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested: NONE
_____ Amplified sound/speaker system _____ Live music _____ Recorded music

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: ANDREW CONWAY (847) 322-3756

Removal of trash from the event site: _____

TOWN UTILITIES

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property?

_____ Electrical power-Describe use: NO

_____ Water - Describe use: NO

VEHICLES ON PARK GROUNDS

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

SEE DRAWING

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes _____ No ☒

If yes, indicate the streets and blocks and times the closure is requested:

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: N/A

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? YES

If yes, please indicate the location and times loading and unloading would occur: SEA WATCH
PARKING LOT

PARKING

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property

SEE DRAWING

15. Are you requesting use of Town parking meter spaces for the event? Yes _____ No ☒

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

SIGNAGE

Will signs be erected for the event? Yes _____ No ☒ Number of signs _____ Size _____ sq.ft.
Location of signs _____

Locate signs on detailed site plan.

Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.

The Applicant shall keep safety inspection and financial records of the event sufficient to document all revenues generated by the event. These records shall be open for audit by the Town in the event the Town acts as sponsor or co-sponsor of the event.

[Signature] / Kelly Conway 4/22/10
Applicant's Signature (required) Date

ANDREW CONWAY / Kelly Conway 847-322-3756
Applicant's Printed Name and Title/Organization Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by Kelly Conway who is personally known to me/provided FL. D/L as
identification and who did/did not take an oath.

My Commission Expires: 12/22/2013

[Signature]
Notary Public, State of Florida



DETAILED SITE PLAN

A detailed map of the event site **MUST** be drawn here or attached to this application.

The following must be identified and labeled:

- | | |
|--|---|
| 1. The site of the event (label streets, etc.) | 6. Canopies, tents, stages |
| 2. Routes for races, parades, etc. →→→ | 7. Alcohol serving/consuming areas |
| 3. Fencing (if known) X—X—X | 8. Barricades (if known) |
| 4. First aid facilities + | 9. Off duty police officers (if known) |
| 5. Restroom facilities (incl. portable) | 10. Rides and Amusements |
| 6. Parking (location and number of spaces) | 12. Signs (location, size, color and wording) |

SEE DRAWING

SITE PLAN DETAILS

Site plans often do not include details that are necessary to issue a permit and delays are caused by rejections of initial applications. The following details are intended to be a guide to assist you in developing a site plan. A current survey of the property is most helpful. If a survey is not available a drawing depicting the area of the event should include these details, as necessary. More than a one page site plan may be included in your application if details of specific areas are important to your event.

Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)
Canopy locations (include the use, such as shelter or vending and the size of the canopy)
Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)
Fuel Storage and dispensing areas
Vendor locations (booths or tables and approximate size)
Fire lanes (emergency access for fire equipment and EMS)
Trailers on site (sleeping facilities, service trailers, displays, etc.)
Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)
Fire Extinguishers
Generators
EMS stand-by or Fire watch areas (include first aid stations)
Fences barriers and gates
Locate electrical equipment, permanent and temporary (temporary electrical installation will be to code)
Rides, demonstrations, performance areas and stages
Traffic routing and road closures
Parking areas
Trash receptacles
Smoking and No Smoking areas
Dimensions (to determine if available site will support all of the proposed activities)
Pedestrian walkways
Fences and gates
Ticket Kiosks
Access Control points
Signage

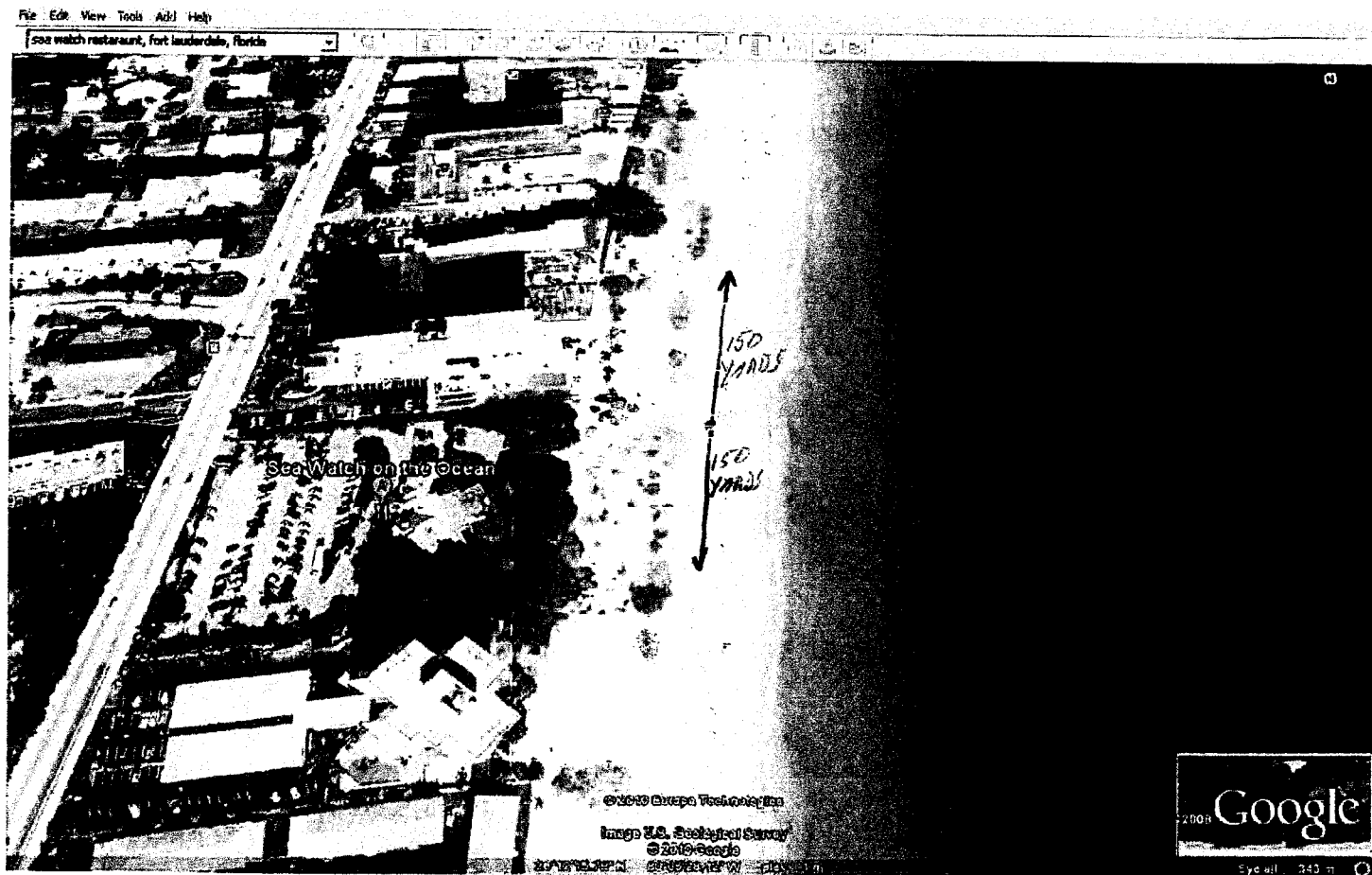
QUESTION 14- PARKING

PARKING



QUESTION 11 - SITE PLAN

HORSE PATH SHOWN BELOW



KELLY JEAN CONWAY
2202 N.W. 61ST PL.
MARGATE, FL 33063-2241

1021

63-4/630 FL
1335

April 23, 2010

Pay to the order of Lauderdale by the Sea

\$ 100.00

One hundred

00/100 Dollars

 Security
Features
Detailed on
Back

Bank of America

ACH R/T 063100277

for Horse permit

Kelly Conway

MP

TOWN OF LAUDERDALE-BY-THE-SEA

4501 Ocean Drive

Lauderdale-By-The-Sea, Florida 33308-3610

Telephone (954) 776-0576 • Fax (954) 776-0094

Nº 09841

DATE

4-23-10

RECEIVED
FROM

Kelly Conway

\$

100.00

One hundred

FOR

Special Events Application

DOLLARS

☐ CASH

☒ CHECK

☐ M.O.

☐ CREDIT

CARD

AMOUNT OF ACCOUNT

\$

AMOUNT PAID

\$

BALANCE DUE

\$

BY

Thank You!
Karen

001.306.000-369.000